

15 JUL 1981

MEMORANDUM FOR: General Counsel

FROM: Thomas H. White
Director of Information Services, DDA

SUBJECT: Paperwork Reduction Act

REFERENCE: Multiple addressee memorandum from OGC
dated 30 June 1981; Subject: Analysis of
the Paperwork Reduction Act of 1980
(OGC 81-05486)

The Agency Records Management Program would appear to meet some of the obligations referred to in Part V of the reference. Specifically, this program provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques to improve the management of records; assures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of all records of temporary value. On behalf of the Deputy Director for Administration I am responsible for the administration of this program. In addition, the Agency Information Security Program concerned with classifying, downgrading, declassifying, marking and safeguarding of national security information is administered by this office.

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Thomas H. White